

Roles & Responsibilities of the Treasurer Course

1-2 April 2024

Frederick County Government Center

Topics include legal constraints; relationship with the commissioner of the revenue; preparation of tax bills; collecting real and personal property; and collection of other taxes, licenses, fees and fines, including dog tags, state income tax.

This course was revised August 2018.

Course: Mandatory for initial certification for Treasurers & Deputy Treasurers
Elective for COR and Deputy Commissioners

For more information see the ***Certification Handbook***.

If you have questions on certification, contact Al Spengler at aws@virginia.edu

Instructor: Fred W. Parker, MGT, treasurer, Washington County

Registration Site: <https://coopercenter.my.site.com/certification/s/login/>

Registration Fee: **\$185** Member (TAV and CRAV members)
\$235 Non-Member (all others)

Registration Deadline: **25 March 2024**

Fee includes course material, **lunch first day only**, continental breakfasts, and breaks. **If you need a special meal (vegetarian, vegan, gluten free), please indicate your dietary needs during the registration process in the special dietary or physical accommodation text box.**

A \$10.00 processing fee will be assessed for cancellations. No refunds for cancellations received less than 48 hours before the course unless your space is filled. **After you select your event, don't forget to check the box before the class in order to complete your on-line registration.**

Payment: On-line with a credit card
Check, electronic transfer or LPO also accepted

To make payment using a method other than credit card, please print out your registration form and enclose a copy with your check. If paying via electronic transfer or via LPO, please include the invoice number with your payment.

Make checks payable to: **University of Virginia**

Mail to: Treasurers' Association of Virginia
c/o Cooper Center for Public Service
PO Box 400206
Charlottesville, VA 22904-4206

Class Schedule and Information

Day One **Registration & Continental Breakfast:** 8:00 to 9:00 a.m.
Class begins at 9:00 a.m. and ends around 5:00 p.m.

Day Two **Continental Breakfast:** 8:00 to 9:00 a.m.
Class Begins: 9:00 a.m. (*subject to change on Day One*)
There is no lunch today as class will end before 12 noon.

What to Bring to Class: Assorted Highlighters
Post-it and/or Sticky Notes

Exam: Exam will be online at the **UVA Collab** site (3 Hours; Open Book)
Exam will be open from 12 noon on April 2 to 5:00 p.m. on April 3.
Once you start the exam the clock starts ticking. You can take the exam from your office or home computer; just make sure you are in quiet location.

NOTE: If you start the exam later than 2:00 p.m. on April 3 you will not have a full three hours to take the exam as the system will lock you out at 5:00 p.m.

Grades: Grades will be available on the **UVA Collab** site 48 hours **after** the close of the exam

Class Location and Directions

The **Frederick County Government Center** is located at **107 North Kent Street** in **Winchester, VA 22601**.

From the South: Harrisonburg, Staunton and points south

From all points south off Interstate 81, take **Exit 313**, Winchester.

Continue on US-17N/US-50W/US-522 N
Stay straight to go onto Millwood Ave.
Turn right onto S. Cameron Street. Go about 0.5 mile
Turn right onto E. Boscawen Stret
Take the first left on N. Kent Street
107 N. Kent Street in on the left

For other directions use application such as google map, map quest, etc.

Parking in the **George Washington Autopark** adjacent to the county office building and the hotel.

Hotel Information

George Washington A Wyndham Grand Hotel

103 East Piccadilly Street

Winchester, VA 22601

540-678-4700

<http://www.wyndham.com>

Room Block Name:	TAV – Treasurers Association of Virginia
Cut-off Date:	15 March 2024
Room Rate:	\$107 single/double
Hotel Amenities	free Wifi; fitness center and indoor pool
Parking	free
Cancellation Policy	24 Hour

It is best to call the hotel directly.

If you don't contact with someone right away **choose option 0** to contact to the front desk otherwise you will be contacted to the national reservations.

There are a lot of great restaurants in downtown Winchester within walking distance of the hotel.

Directions to the hotel as well as what the hotel offers can be found on their website. The hotel is right next door to the Frederick County Government Center.